

# CONDITION OF CONTRACT

## General Terms And Conditions

1. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected outrightly and no communication in this regard shall be sent.
2. Quotations qualified by such vague and indefinite expression such as 'Subject to prior confirmation', 'Subject to immediate acceptance' etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
3. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of DBSKKV, Dapoli (<http://www.dbskkv.org/>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender inviting Authority may or may not, at this discretion, extend the date and time for submission of tenders.
4. Printed & bound price list/catalogues for 2019-20 (Both hard copy and soft copy) duly signed & certified by authorized signatory must accompany the tender. While hardcopy/price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by authorized signatory. Photocopy of the price list and price list in spiral binding will not be accepted. offline bids shall be rejected.
5. The bidders are required to mention tax rate applicable (if any) on each category otherwise rates will be treated as inclusive of all taxes.
6. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
7. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates shall be considered as valid.
8. A Certificate to be given by the tenderer that the price list supplied is the only one in circulation. In case of supply of goods made through valid authorised dealer, their name & mail address may be declared/indicated in the tender.
9. Enlistment under Rate Contract with this Institutes does not ensure business of any quantum, whatsoever and entering in rate contract doesn't bound this centre to place supply order. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.
10. The qualify the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria:
  - a. Valid registration certificate of the firm of the Govt./State Govt.
  - b. Duly filed format of Tender Form as per Annexure-II.
  - c. Price list of the items from the Principal.
  - d. Manufacturer Authorization Certificate from the Principal must be attached by Local Authorized Dealer.
  - e. PAN number with document
  - f. VAT/CST with document/GST
  - g. The bidder shall be a Manufacturer/Distributers/Suppliers/Agents.
  - h. Copy of Income Tax Return Acknowledgement for last three years.

- i. Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
  - j. The bidders must have adequate experience of execution of similar work in Govt. officers/PSUs/Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
  - k. The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bid. Similarly, blacklisted/banned/debarred firms/company by any central/state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
  - l. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
11. The successful firm will enter into rate contract initially for one year from the date of award the contract which can be extended for another one year on satisfactory completion of work. DBSKKV, Dapoli shall, however, reserve the right to terminate the contract at any time without assigning any reason.
12. Each page of the Tender Form & Supportive documents to be signed and stamped by the bidder in token of having accepted the same.



**Director of Instruction,**  
Dr. B. S. Konkan Krishi Vidyapeeth,  
Dapoli

## Contract Form

### TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.

(Tender may use separate sheet wherever required)

Sr. No.	Details of the Firm/Bidder	Page No.	Remarks
1	Name & Address of the Manufacturer/Authorized Distributor		
2	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization.		
	Item/materials for which rate contract desired/applied for: (a) Chemicals (b) Plastiwares (c) Galsswares (d) Filter Papers (e) Any other Lab, item		
3	Whether the firm is registered under company Act 1956? If yes, enclose certified copies: In case firm is registered with other Govt. Deptt./Agency/State or Central Govt., the same may be stated with documentary evidence.		
4	Copy of Registration of firm		
5	Copy of VAT/CST/ST/GST Registration		
6	Copy of PAN/TAN Card		
7	Authorization certificate from the manufacturer/ principal		
8	Certificate for No Deviation		
9	Certificate for Price Justification		
10	Non Blacklisting Certificate		
11	Income Tax PAN No. (In the name of firm/company & not individual) Copy of Income Tax Return for last 3 years		
12	Whether each page of Tender Document and its annexure have been signed and stamped		
13	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
14	Quality Assurance Certificate (Please specify)		
15	List of quoted companies and category as <b>Annexure - V</b>		
16	Have you previously supplied these items to any Central or State Govt. Dept/PSU/Autonomous Body, relevant proof should be attached, (Also provide an Undertaking that you have not quoted the price higher than previously supplied any government institute.		
17	Name and Mobile Number of a key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.		

18	Please indicate Name & full address of your Banker.		
19	Name & Address of authorized/valid dealers (With Mobile No.) if any for the year 2019-20		
20	Rates should be as per your valid price list for the contract period year.		
21	All the materials should be supplied through authorized stockiest/dealer only. Delivery should be made at University H. Q. and also to other College/ Research Stations at their premises within the Stipulated time.		
22	In case of any manufacturing defect the materials must be replaced immediately (Mention days for replacement).		
23	Payments will be made to supplier against their bills by this University and other concerned Colleges/Research Stations located in University jurisdiction, after satisfactory supply of the materials as per specification.		
24	The names and addresses of the Authorized dealers within the jurisdiction of University shall be indicated while submitting the proposal.		
25	Any other information important in the opinion of the tenderer		

**Page number/ serial number may be given to each and every page of Tender Document and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the documents(s) are kept.**

**In case of non fulfillment of any of the above information/document(s), the Tender will be summarily rejected without giving any notice.**

**(Dated signature of the Tenderer with Stamp of firm)**

**Date:**

**Place:**

**Undertaking**

1. That I/We have carefully studied all the terms & conditions of Tender document and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

**(Dated signature of the Tenderer with Stamp of firm)**

**Date:**

**Place:**

# **NON BLACKLISTING CERTIFICATE**

*(To be submitted on letterhead)*

I/We hereby certify that the (Name of the company/firm) has not been ever blacklisted/debarred by any Central/State Government/Public Undertaking/Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli may imposed any action as per Tender rules.

**Date** :

**Place** :

**Name** :

**Business Address** :

**Signature of Bidder** :

**Seal of the Bidder** :

# **CERTIFICATE OF PRICE JUSTIFICATION**

*(To be given on letter head)*

**Tender No.:**

I/We, M/s. \_\_\_\_\_ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

**SIGNATURE AND STAMP OF THE BIDDER**

## FORMAT FOR MANUFACTURER'S AUTHORISATION

Dated:

To,  
**The Director of Instruction,  
Dr. Balasaheb Sawant Konkan  
Krishi Vidyapeeth, Dapoli  
Tal. Dapoli, Dist. Ratnagiri**

**Reference:** \_\_\_\_\_

**Subject:** Manufacturer's Authorization Letter.

Dear Sir,

Ref. Your Tender No. \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufactures of \_\_\_\_\_ (name and description of the Items/category offered in the Quotation) having factories at \_\_\_\_\_, hereby authorize Messrs. \_\_\_\_\_ (name and address of the agent) to submit a Quotation, process the same further and enter into a Rate Contract with you against your requirement as contained in the above referred Quotation Form for the above items manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (name and address of the above agent) is authorized to submit a tender, process the same further and enter into a Rate Contract with you against your requirement as contained in the above referred Quotation Form for the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply contract placed on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed that that which we would have quoted directly.

Yours faithfully,

**(Signature with date, name  
and designation)**

**For and on behalf of Messrs. \_\_\_\_\_  
(Name & address of the manufactures)**

**Note:**

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

**List of quoted Company(ies) and Category(ies)**

Sr. No.	Company(ies)	Category(ies) i.e. Cultural Media, Chemicals, Glassware, Plastic ware, Filter Paper etc.
1		

**Note:**

1. Authorization(s) for quoted company(ies) must be attached by the distributor with the technical bid.
2. Category(ies) are required to mentioned on Authorization for which is distributor is authorized to supply.



## Financial Bid

**To,**  
**The Director of Instruction,**  
**Dr. Balasaheb Sawant Konkan**  
**Krishi Vidyapeeth, Dapoli**  
**Tal. Dapoli, Dist. Ratnagiri**

Sir,

I/We M/s. \_\_\_\_\_ wish to submit our Rate Contract for supply of Chemicals, Reagents, Glasswares, Plastiwares & other Laboratory Consumables at Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli on following rates.

Laboratory Chemicals, Laboratory Reagents & other Laboratory Consumables:

Sr. No.	Brand/Make	% of discount quoted by the firm on their printed price list	
		In figures	In Words

I/We agree to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

**Date** : \_\_\_\_\_  
**Signature** : \_\_\_\_\_  
**Name & Address of the firm** : \_\_\_\_\_  
**Telephone No.** : \_\_\_\_\_  
**Mobile No.** : \_\_\_\_\_